



**City of Hampton**  
**PERSONNEL ADMINISTRATIVE PROCEDURES**

<b>DATE:</b> August 10, 1999	<b>CHAPTER:</b> Five	<b>PAI No.</b> 2
<b>REFERENCES:</b> NCO #873 7-15-98 Chapter 5, Section XXI	<b>SUBJECT:</b> Achievement Award Process	

The Achievement Award Program rewards employees whose creative ideas, suggestions, and actions result in improved service delivery, cost-savings, revenue-generation and/or enhances the City's image. Awards may be used to reward individual contributions or employee involvement activities. Awards may be in cash or in a variety of non-monetary forms. The attached *Record of Achievement Award* shall be used to document the service, act or behavior being recognized as well as the award given. When the service, act or behavior results in cost savings, the savings and the method of calculation shall be included. Achievement Awards greater than one thousand dollars (\$1,000) shall be approved by the City Manager.

1. Non-Monetary Awards

When an employee is awarded a non-monetary Achievement Award, the *Record of Achievement Award* shall be completed, signed by the appropriate persons, and forwarded to the Department of Human Resources for inclusion in the official personnel file.

2. Cash Awards

When an employee is awarded a cash award, the *Record of Achievement Award* shall be completed and the following process followed:

If the cash award is **less than \$1,000.00**:

The amount of the Achievement Award shall be included in the next bi-weekly payroll entry by selecting the Achievement Award income code and entering the dollar amount of the award in the Inifinium Daily Time and Attendance system.

The completed *Record of Achievement Award* shall be forwarded to the Department of Finance. The cash award shall be included in the next bi-weekly paycheck or direct deposit total.

A copy of the *Record of Achievement Award* shall be forwarded to the Department of Human Resources for inclusion in the official personnel file.

A copy of the *Record of Achievement Award* shall be given to the employee

If the cash award is **equal to or more than \$1,000.00**:

The *Record of Achievement Award* must be approved and signed by the City Manager.

The original *Record of Achievement Award*, accompanied by an *Authorization for Payment*, shall be forwarded to the Department of Finance. The *Authorization for Payment* will be processed by

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the Department of Finance for the total amount of the award and a check for this amount will be issued to the employee. Appropriate withholdings applied against this award amount will be deducted from the employee's next bi-weekly paycheck.

A copy of the *Record of Achievement Award* shall be forwarded to the Department of Human Resources for inclusion in the official personnel file.

A copy of the *Record of Achievement Award* shall be given to the employee.

In all cases, awards shall be subject to appropriate federal tax, state tax, and FICA withholdings.

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**RECORD OF ACHIEVEMENT AWARD**

Name of Employee \_\_\_\_\_ Employee Number \_\_\_\_\_

Department Name \_\_\_\_\_ Fund \_\_\_\_\_ Department \_\_\_\_\_

**In recognition of the following:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **is awarded**

Employee's Name

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost Savings of \_\_\_\_\_ were calculated on the following basis: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Department Head Signature      Date

\_\_\_\_\_  
Employee Signature      Date

\_\_\_\_\_  
City Manager's Signature      Date

For Finance Department Only
Date Monetary Award Paid _____
_____ Salaried Employee
_____ Hourly Employee

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